

DIRECTOR OF FINANCE

DEFINITION

Under general administrative direction, plans, develops and directs the City's and Redevelopment Agency's financial activities, accounting internal control system, central cashiering, business license activities, purchasing and data processing. Oversees the receipt and disbursement of City funds; administers and prepares the City budget.

EQUIPMENT, METHODS AND GUIDELINES

Uses Federal, State and local laws, policies, procedures, as well as municipal accounting and auditing practices. Fixed Asset accounting and financial record keeping; telephones, FAX machine, PC terminal, printer, calculator, adding machine, copy machine and various resource materials.

WORKING CONDITIONS

Predominantly inside work. Conditions also involve some travel and attendance at meetings, including some that conducted in the evening. May also include irregular hours.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary for accurately interpreting visual displays), as well as ability to understand and carry out oral and written instruction. The work requires the ability to bend and reach, as well as the ability to operate a variety of business machines. It may require the ability to lift objects weighing up to thirty pounds such as ledgers, files, records, etc.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct and indirect supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Plan, develop, control and direct the operation of the Finance Department, including Accounting, Budget, Computer Services, Purchasing, Business Licensing, and Debt Management.

Prepare and present financial and administrative reports and resolutions to the City Council.

Establishes, supervises, and direct the planning organizing and maintenance of general

and cost accounting systems including pre-audit, internal audit, posting of expenditures and revenues, fiscal and capital budgets, improvement bond administration and indebtedness, payroll, assessments, and other related activities.

Prepare and is responsible for submitting all required financial data and reports to State and Federal government agencies. Develops plans, goals and objectives to improve departmental services.

Maintains records of City funds and municipal bonds.

Provides financial support and assistance to City departments.

Supervises the disbursement of funds and establishes and maintains controls to ensure that budget appropriations are not exceeded. Directs the collection of City taxes, assessments, fees, revenues and all other monies received.

May participate in meetings with citizens, elected officials, committees and boards on financial and administrative matters of the City.

Select, supervise, train and evaluate staff.

Perform related duties as assigned.

Respond to and resolve difficult citizen inquiries and complaints.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and methods of finance administration, particularly in the areas of accounting, budgeting and auditing.

Principles and practices of modern office management.

Laws regulating the financial administration of City government.

Redevelopment and tax increment financing.

Reasonable knowledge of principles and practices in purchasing.

City codes and ordinances, and state laws governing the financial administration of municipal government.

Principles and practices of organization, administration, and budget.

Statistical methods, economics, financial system design and analysis and the principles of supervision and management.

Recent developments, current literature and sources of information in City financial administration.

Principles of organization, administration, and personnel management.

Ability to:

Develop sound accounting and data processing systems and procedures.

Analyze budget estimates and detect improper or unrealistic requests.

Estimate tax and other revenues within reasonable limits.

Plan, assign, and direct the work of administrative, professional and technical subordinates.

Plan, issue, service and otherwise administer long-term debt.

Speak publicly on City finances.

Prepare complex financial reports and analyses.

Supervise, train and evaluate professional, technical and clerical staff.

Organize, direct, and coordinate the activities of a department in an efficient manner.

Delegate authority and responsibility, and schedule and program work on a long-term basis.

Communicate effectively, both orally and in writing.

EXPERIENCE AND EDUCATION

Any combination of experience, education and/or training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five to seven years of progressively responsible experience in municipal or fund accounting and public finance administration including considerable administrative and supervisory experience.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with

major course work in accounting or business administration.

LICENSE AND/OR CERTIFICATES

Possession of or ability to obtain a valid California driver's license.